

MLC/IHA Position Vacancy Announcement

Civilian Human Resources Office
Marine Corps Installations Pacific-MCB Camp Butler
U.S. Marine Corps

MLC/IHA 求人募集

海兵隊 民間人人事部

コロナ感染予防の為、海兵隊MLC/IHA 求人募集に応募される方は、履歴書をメールにて提出して頂く様ご協力をお願いいたします。

履歴書 : MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

求人案内、履歴書は下記リンク参照

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

提出先 : mcipac_chro_jn_empl@usmc.mil

- 履歴書 (MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire) に添付する資格書類は、求人募集にて要求されているもののみ提出下さい。(求人募集に明記してあります)。
- 直接履歴書を投函される方は、キャンプフォスター-Building 495 に設置されている履歴書投函箱で受付しております。(Kadena CPO 及び Navy HRO への投函は一時停止しております)。
- 応募を希望する従業員は締切日の 16 : 30 までに人事部日本人雇用係 (メールによる応募も同様) に提出して下さい。不備のある書類は受け付けられません。
- 書類選考の上、被面接者のみにご連絡致します。提出された応募書類の返却はいたしません。
- お問い合わせは日本人雇用係 (645-3370/098-970-3370) 又はメール mcipac_chro_jn_empl@usmc.mil でご連絡下さい。

メール提出についての注意点 Important Notice with Email submission

- メール Subject には応募する職種名と PWO# を記載して下さい。
Email subject must contain job title and PWO#
- 添付書類は PDF (3 個以内) で提出をお願いします。
Submission is limited to 3 PDF files including resume and attachments.

During the global coronavirus pandemic, we are encouraging applicants to submit application package(s) through email. Hard copy application package(s) are only accepted at drop box located at Camp Foster, Bldg#495. KAB CPO and Navy HRO drop box are closed until further notice.

Application: MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

MLC/IHA Announcements, application form are available at below link

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

Submit to: mcipac_chro_jn_empl@usmc.mil

- Submit ONLY applicable documents listed in the announcement along with your application.
- Submit your application package (hard copy) in drop box located at Camp Foster, Bldg #495. (KAB CPO and Navy HRO drop box are closed until further notice)
- Application with required documents must be submitted to JN Employment Unit, CHRO no-later-than 16:30 of the announcement closing date for either hard copy or email. Incomplete applications and application packages missing required document will not be processed.
- Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. Your application package will not be returned once submitted.
- For more information: JN Employment unit, phone: 645-3370/098-970-3370 or email to: mcipac_chro_jn_empl@usmc.mil

RE-ANNOUNCEMENT

Date: 22 Oct 21

Announcement No. 92-21R			
PWO #: 144	Position Cook Foreman A, #2038, BWT-2, Grade-6		
IHA F/T Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: MCB Camp S. D. Butler, MCCS Division, Business Operations Branch, FBES, Ocean Breeze			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 1 Nov 21	
<p>Summary of duties: Exercises supervisory responsibilities over 3 or more subordinates. May make daily work assignments for the subordinates. Solves some technical difficulties such as approaches to work, exact methods of work, steps to be followed, finishes desired, etc. Responsible for attendance and attention to work of subordinates. Maintains group discipline among the subordinates and enforces safety regulations. Transmits information received from higher supervisor to the subordinates.</p> <p>Performs non-supervisory duties of same type as performed by subordinate cooks. Ensure the production of food operates smoothly. Seasons all meats and uses various methods of cooking, i.e., frying, baking, broiling, sautéing, roasting, and pan frying. Makes soups, sauces, and fricassees, and checks the final product in quality. Assures all kitchen equipment is operating properly. Makes sure all food is cooked and kept at proper temperature, and the kitchen staff follows recipes, and the food is presented properly. Prepares desserts. Oversees the serving lines and assists in the final preparations of food, by proper portioning, carving or grilling.</p> <p>Responsible for the proper storage of the food and all utensils are placed in their appropriate places. Ensures kitchen is maintained in accordance with published preventive policies and guidelines. At the end of the shift, ensures the proper closure of the kitchen. Ensures the refrigerators are clean and organized, and that all perishable and prepared consumable food products are properly labeled and stored. Performs stock control clerk's duties, such as inventories and procurement of food, beverages and supplies items as required.</p>			
<p>Qualification Requirements 資格条件</p> <ol style="list-style-type: none"> 1. Must have a cooking license. 2. Minimum of 5 years working experience of cooking: A la carte service, buffets and catering. 3. Must have a minimum of 1 year of leadership/team leading experience 4. Basic English understanding. Enough to communicate with American management team. (LPL 1) 5. Knowledge and experience with inventory control: ordering, receiving, monthly accountability, and unit organization 6. Must have understanding of kitchen safety and sanitation guidelines. If not certified, will be required to obtain certification within 90 days of hire date. 7. Prefer a minimum of 1 year experience with creating and managing kitchen staff schedules 8. Knowledge of computer operating systems: Microsoft applications. 			
Work Schedule: (Mon-Sun): 8 hrs between 0500-0300			
<p>Required documents/提出書類 :</p> <ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire: 履歴書&質問票 2. Copy of cook license: 調理師免許証明のコピー 3. Copy of English Proficiency Test if obtained: 英語の語学能力を証明する書類のコピー (お持ちの場合) <p>注 : 以上の資格証のみを提出してください</p>			

LANGUAGE PROFICIENCY LEVEL (LPL)

語学能力級

職務で必用とされる LPL レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

2016 年 2 月 8 日以前より継続雇用されている MLC/IHA 従業員で、2016 年 2 月 8 日以前に発行された EPT (English Proficiency Tests) 試験結果をお持ちの方は、その試験結果の語学級レベルが現 LPL レベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess EPT test (English Proficiency Tests) result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.